

Appendix 1 - Model # 1

Letter Requesting Delegated Entity Listing

(Name)
(Title)
(Address)

Dear (Name):

In preparation for the Centers for Medicare & Medicaid Services's upcoming monitoring review of (name of M+CO), please provide us with a list of entities delegated to perform functions on behalf of (name of M+CO), using the enclosed Excel workbook titled, "Delegated Entity Listing in Preparation for CMS Monitoring Review.xls."

The workbook contains two worksheets: 1) Instructions; and 2) Delegated Entity Listing. Please read the instructions before completing the Delegated Entity Listing worksheet.

Provide the completed Delegated Entity Listing worksheet to me via E-mail no later than (date). We will use this information to request delegated entity universe listings for each delegated function to be reviewed.

If you have any questions about this request, or if you are unsure whether to include a particular organization, please contact me at (phone number).

Sincerely,

(Name, Title, Division/Branch)

Enclosure (Sent via E-mail)